

# INSTRUCTIONS – FORM 900ME

## GENERAL INFORMATION

Use Form 900ME vouchers in this booklet to make income tax withholding payments.

Employers and nonpayroll filers who reported Maine income tax withholding of \$18,000 or more for the 12 months ending June 30, 2007 are required to make payments of income tax withholding using the following schedule:

<u>Day Wages Paid</u>	<u>Remittance Due</u>
Wednesday, Thursday, Friday	On or before the following Wednesday
Saturday, Sunday, Monday, Tuesday	On or before the following Friday

**Employers and nonpayroll filers who reported Maine income tax withholding of less than \$18,000 for the 12 months ending June 30, 2007 need only remit payment of income tax withholding with the quarterly withholding return (Form 941ME) or the quarterly combined withholding/unemployment return (Form 941/C1-ME).**

**Interest and Penalty.** Beginning January 1, 2008, the interest rate is 12% per annum, compounded monthly. The penalty for failure to pay the withholding tax on time is 1% per month up to a maximum of 25%. Penalty charges also apply to late filed quarterly returns, Form 941ME or Form 941/C1-ME.

If you have any questions about income tax withholding, visit our web site at [www.maine.gov/revenue/forms](http://www.maine.gov/revenue/forms), where downloadable forms are available, or call Maine Revenue Services at 207-626-8475, select 1, then option 4. If you need more vouchers, please call 207-624-7894 to leave your name and address.



## ELECTRONIC PAYMENTS

Maine Revenue Services accepts electronic payments for any tax, including income tax withholding. Either the ACH credit method or ACH debit method may be used. The ACH credit method involves instructing your bank to transfer funds to a State of Maine bank account. The ACH debit method entails authorizing the State of Maine to withdraw a specified amount of funds from your bank account.

Participation in the ACH credit method requires that an application first be filed with MRS. See the contact information below.

ACH debit is achieved in one of two ways: 1) through the ACH electronic funds withdrawal telephone payment system; or 2) through the Maine EZ Pay online payment system. Participation using the ACH electronic funds withdrawal telephone payment system requires that an application first be filed with MRS. See below for details. EZ Pay can be accessed on the MRS web site at [www.maine.gov/revenue/netfile/ezpay.htm](http://www.maine.gov/revenue/netfile/ezpay.htm). Payments may be scheduled in advance and will automatically be withdrawn on the payment date you select.

Maine statute (36 M.R.S.A. § 193) and MRS Rule 102 require that employers and other payers with annual Maine income tax withheld in excess of certain thresholds pay electronically. Maine Revenue Services, however, allows electronic payments from all persons. There are no payment minimums. If you make semiweekly payments electronically, do not send paper copies of Form 900ME to Maine Revenue Services.

For up-to-date information, to obtain an application for either the ACH Credit Method or ACH Electronic Funds withdrawal telephone payment method, to obtain a copy of Rule 102, or to get more information on EFT, visit [www.maine.gov/revenue/eft](http://www.maine.gov/revenue/eft), email [efunds.transfer@maine.gov](mailto:efunds.transfer@maine.gov), call 207-287-8276, or write:

EFT Unit  
Maine Revenue Services  
P.O. Box 9100  
Augusta, ME 04332-9100

**Penalty for Insufficient Funds.** The penalty for insufficient funds applies to electronic funds transfers. The penalty is \$20 or 1% of the payment amount, whichever is greater.

**Penalty for Failure to Pay by Electronic Funds Transfer.** Any person required to pay by electronic funds transfer who fails to do so is liable for a penalty equal to the lesser of 5% of the tax due or \$5,000.

## INSTRUCTIONS - FORM 900ME

**Do not use Form 900ME vouchers if you remit income tax withholding by electronic funds transfer, or if you have no withholding for that period.**

If you do not remit via electronic funds transfer, use these vouchers when making payments of withheld income tax. Complete one voucher and forward with each payment to Maine Revenue Services. **Use the address labels in the back of this booklet when mailing your payment and payment vouchers.**

Voucher Forms 900ME in this booklet are preprinted with your withholding account number and business name. Enter the total remittance on line 1 and, on line 2, the beginning and ending dates of the quarter in which the related wages or nonwages were paid. For example, if the wages or nonwages were paid in the first quarter (Jan. 1 - Mar. 31), then enter **01-01-08** and **03-31-08** on line 2. List on line 3 the payroll dates or nonpayroll payment dates and amount withheld for each payroll or nonwage payment within the period included in the total remittance.

If a pay period spans the end of a quarter, and if wages or nonwages are paid on payment dates that fall in each of the two quarters, separate payment vouchers for each quarter must accompany the payment.

For each quarter, file the combined income tax withholding/unemployment contribution return (Form 941/C1-ME) or return for withholding only (Form 941ME) by the last day of the month following the end of the quarter to report total withholding for the quarter and to reconcile the payments made during the quarter to the total withheld.

For further instructions and information, see your Form 941ME or Form 941/C1-ME booklet. These quarterly booklets are scheduled to be mailed in mid-March, 2008.